

Staple printed documents

How do I?	Steps to perform
Staple documents  Set the stapler at the control panel for printed	You can usually select the stapler in your software program or printer driver, although some options might be available only in the printer driver.  If the stapler cannot be selected in the program or printer
jobs	driver, it can be selected using the MFP control panel.
	1 Scroll to and touch Administration.  1 Metwork Folder Send a document to a folder on the network Check on paper trays and other supplies
	2 Scroll to and touch Device Behavior.  2 Administration   Ready  C Back   Administration    Administration    I Time/Scheduling    Management    Initial Setup    Device Behavior    Device Behavior    Administration    I Setup    Device Behavior    Administration    I Setup    Device Behavior    Administration    I Setup    Device Behavior
	3 Scroll to and touch MULTIFUNC FINISHER.  Administration   Ready    Sack





How do I?	Steps to perform	
	4 Touch STAPLES.  4  5 Touch the staple option you want to use.	Administration   Ready    Cancel



Set advanced printing options

How do I?	Steps to perform	
	Open the printer driver and click the <b>Advanced</b> tab.	♣ HP LaserJet M9050 MFP PCL 6 Printing Preferences
Select advanced printing options	In any of the sections, click a current setting to activate a dropdown list so you can change the setting.	Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Services  PLaser:let M9050 MFP PCL 6 Advanced Document Settings  PLaser:let M9050 MFP PCL 6 Advanced Document Settings  Advanced Services  Advanced Services  Advanced Document Cobtons  Advanced Printing Features: Enabled  Print Optimizations: Enabled
Load letterhead or preprinted paper the same way for every job, whether printing on one or both sides of the page	Open the <b>Document Options</b> section, and then open the <b>Printer Features</b> section.	Printer Features  Edge-To-Edge: Off Print All Text as Black: Disabled Send True Type as Bitman; Disabled Raster Compression: Automatic Alternative Latterhead Modes  Loyed, Ciphene  Page Order: Front to Back
	2 In the Alternative Letterhead Mode drop-down list, select On.	Topo de la Contra
	At the product, load the paper the same way you would for printing on both sides.	
		OK Cancel Apply
Change the order in which pages are printed	Open the <b>Document Options</b> section, and then open the <b>Layout Options</b> section.	HP LaserJet M9050 MFP PCL 6 Printing Preferences  Advanced Printing Shortcuts   Paper/Quality   Effects   Firishing   Job Storage   Services  HP Laser Jet M9050 MFP PCL 6 Advanced Document Settings  H D Spaper/Output
	2 In the Page Order drop-down list, select Front to Back to print the pages in the same order as they are in the document, or select Back to Front to print the pages in the reverse order.	Alternative Letterhead Mode: Qff.  Layout Options  Alternative Letterhead Mode: Qff.  Layout Options  Page Forder: Eront to Back.
		DK Cancel Apply



#### Create a booklet

How do I?	Steps to perform	
Create a booklet	1 Open the printer driver and click the <b>Finishing</b> tab. 1	Advanced Printing Shortcuts   Paper/Quality   Effects   Finishing   Job Storage   Services
	<ul> <li>2 Click Print on both sides.</li> <li>2 In the Booklet layout dropdown list, click Left binding or Right binding. The Pages per sheet</li> </ul>	Document Options  Print on both sides  Flip pages up Booklet layout: Left birding Pages per sheet  Page per sheet  Print page borders  Page order: Right, then Down  Drientation  Portrait  Landscape Rotate by 180 degrees
	option automatically changes to <b>2 pages per sheet</b> .  4 Click <b>OK</b> .  4	About Help  OK Cancel Apply



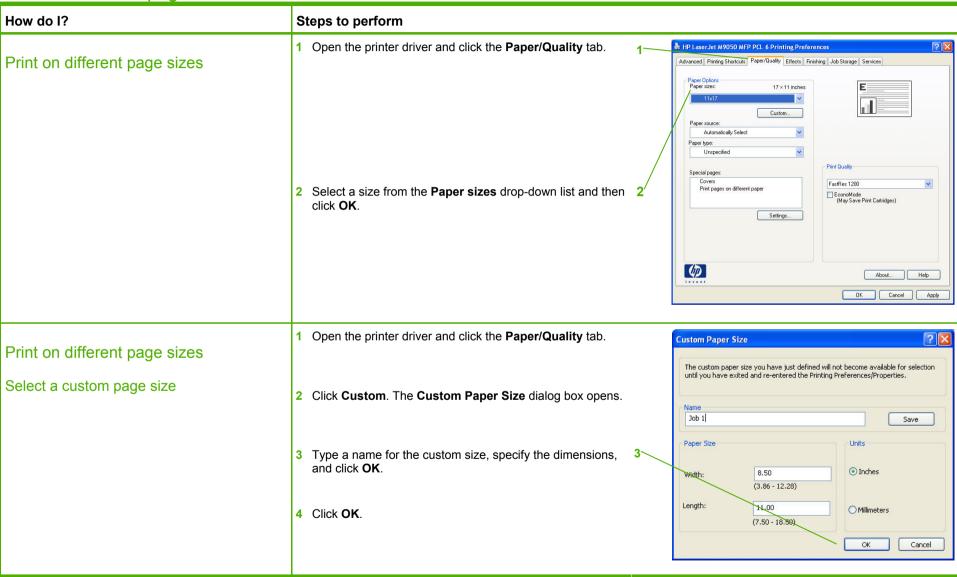
Print a different first page or last page

How do I?	Steps to perform	
Print the first or last page on different paper	Open the printer driver, and click the Paper/Quality tab.	Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Services
	2 In the Special pages area, click Print pages on different paper, and then click Settings.	Paper Options Paper sizes:  Letter  Custom  Paper source:  Automatically Select  Paper type:  Unspecified  Special pages:  Covess  Print Quality  Fathes 1200  EconoMode May Save Print Cartridges  About Help  OK Cancel Apply
	3 Select an option to print the first or last page on different paper.	Special Pages    Special Pages   Pages
	4 Select options from the Paper source and Paper type drop-down lists, and then click Add.	MOTE  Alipages nontrod in this dable are set to:  Paper source:  Automoticable Select  Paper type:  Unspecified  Print on both sides:  Off  Add  Update  Special pages defined for this print job:
	5 Click <b>OK</b> .	Page Type Pages Paper Source Paper Type Additional Attributes  Delete All  OK Cancel





Print on different page sizes





#### Use features in the Windows driver

How do I?	Steps to perform	
Open the printer driver	On the <b>File</b> menu in the software program, click <b>Print</b> . Select the printer, and then click <b>Properties</b> or <b>Preferences</b> .	Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Services  Paper Options Paper sizes:  8.5 × 11 inches  Letter  Quatom
Get help for any printing option	Click the <b>?</b> symbol in the upper-right corner of the printer driver, and then click any item in the printer driver. A pop-up message displays that provides information about the item. Or, click <b>Help</b> to open the online Help.	Paper source  ***Connatically Select  Paper lype:  Unspecified  Special pages:  Covers Print pages on different paper  FastRes 1200  FastRes 1200  Kay Save Print Cartridges
Use printing shortcut	Open the printer driver and click the <b>Printing Shortcuts</b> tab.	About Help  OK Cancel Apply  HIP Laser Jet M9050 MFP PCL 6 Printing Preferences  Advances Printing Shortcuts Paper/Quality Effects Finishing Job Storage Services  A printing shortcut is a collection of saved print settings that you can select with a single click.
	2 Select one of the shortcuts, and then click <b>OK</b> to print the job with the predefined settings.	Printing shortcuts:  General Everyday Frinting  Factory Defaults  Paper source: Automatically Select Staple: None  Paper sizes: 8.5 × 11 inches Lette Paper lizes: Unspecified
		Orientation: Portiat Print on both sides: No Save As Delete Reset Pages per sheet: 1 page per sheet About Help  OK Cancel Apply



How do I?	Steps to perform	
Create a custom printing shortcut	Open the printer driver and click the <b>Printing Shortcuts</b> tab.	A printing shotcut is a collection of saved print settings that you can select with a single citic.
	Select an existing shortcut as a base.	Printing shortcuts:  General Everyday Printing  Factory Defaults  Paper source:  Tray 1  Staple: None
	3 Select the print options for the new shortcut.	Paper sizes: 8.5×14 inches Lopal Paper type: Recycled  Orientation: Portrat Print on both sides: Yes, filp over
	Click Save As, type a name for the shortcut, and click     OK.	Save As Delete Reset Pages per dheet    Compass per dheet   Pages per dheet   Page
Cancel a print job from the product control panel	1 Press Stop on the control panel.	
	2 On the touchscreen, on the Device Has Been Paused screen, touch Cancel current job.	Device Has Been Paused  Resume  Cancel current job  OK
Cancel a print job from the software program	Click <b>Start</b> and then click <b>Printers</b> . Double-click the device icon to open the print spooler. Select the print job that you want to cancel, and then press <b>Delete</b> . If the print job is not cancelled, you might need to shut down and restart the computer.	



Print on both sides (duplex)

How do I?	Steps to perform	
Print on both sides (duplex)	1 Open the printer driver and click the <b>Finishing</b> tab.	Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Services    Document Options   Print on both sides     Print on both sides   Print
	Click <b>Print on both sides</b> . If you will bind the document along the top edge, click <b>Flip pages up</b> .	Diff Pages per sheet    1 page per sheet
	3 Click <b>OK</b> .	About Help  OK Cancel Apply

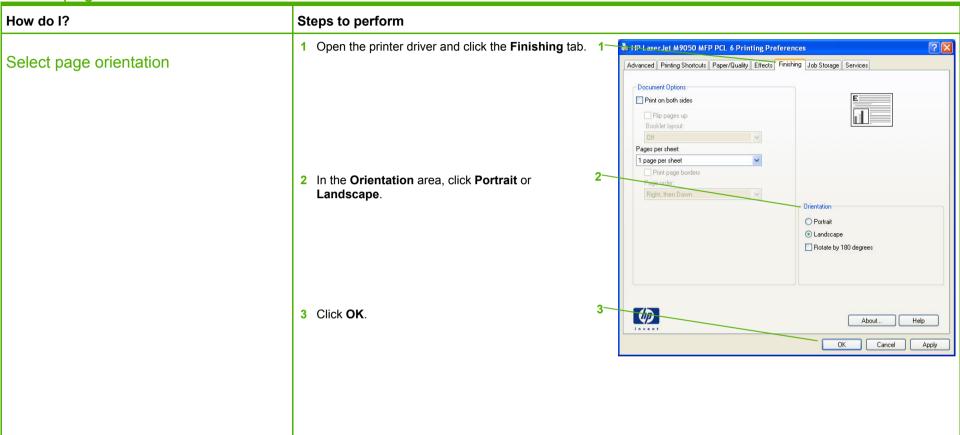


Print multiple pages per sheet

How do I?	Steps to perform
Print multiple pages per sheet	1 Open the printer driver and click the <b>Finishing</b> tab.  1 Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Services    Pint on both sides   Pint on both
	2 Select the number of pages per sheet from the Pages per sheet drop-down list.  2 Pages per sheet   2 Pages per sheet   2 Pages per sheet   2 Pages per sheet   2 Page order   Down, then Right   Dientation
	3 Select the correct options for Print page borders, Page order, and Orientation.
	4 Click OK.  About Help  OK Cancel Apply



Select page orientation



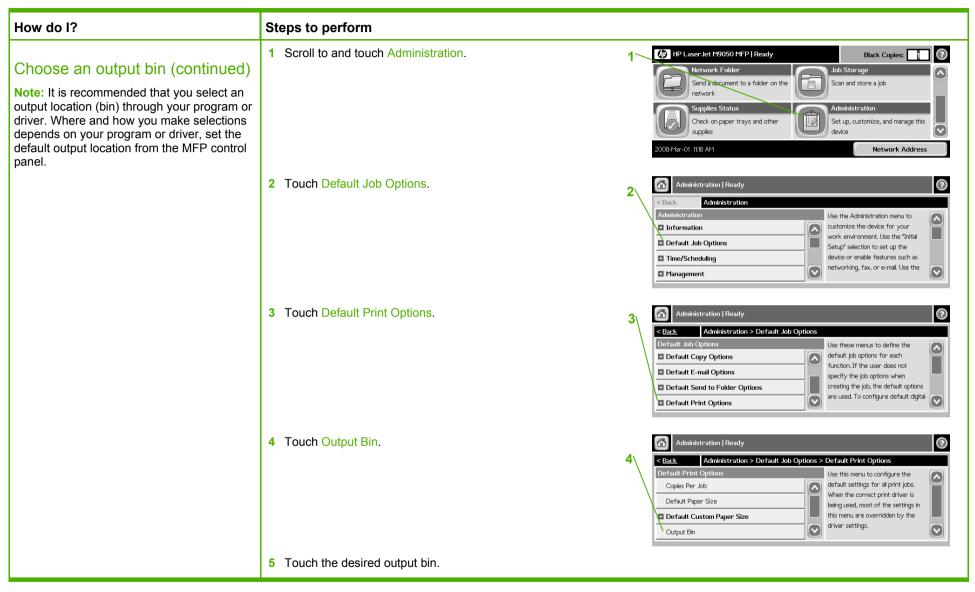


#### Choose an output bin

How do I?	Steps to perform
	Stacker or stapler/stacker output bins
Choose an output bin	If you choose the 3,000-sheet stacker or 3,000-sheet stapler/stacker, the output bins are the upper bin (2) (face up) and the lower bin (3) (face down).
	The upper bin (face-up) (2) is the top bin on the stacker or stapler/stacker. This bin holds up to 100 sheets of paper in face-up order as they exit the MFP. A sensor causes the product to stop when the bin is full. Product operation continues when you empty or reduce the amount of paper in the bin.
	The lower bin (face-down) (3) is the lower bin on the stacker or stapler/stacker. This bin holds up to 3,000 sheets of paper and allows you to stack or staple jobs. This bin is the default output bin.
	8-bin mailbox output bins
	If you choose the 8-bin mailbox, the output bins are the upper bin and the eight face-down bins.
	The upper bin (4) holds up to 125 sheets of paper.
	The network administrator can assign the eight bins (5) to individual users or workgroups. Each bin can stack up to 250 sheets of paper.
	Multifunction finisher output bins
	If you choose the multifunction finisher, the output bins are the upper bin (6) and the lower booklet bin(7).
	The upper bin (6) is the top bin on the multifunction finisher. This bin provides 1,000 sheets of stacking capacity and can offset each job as it is stacked, delivering unstapled jobs face up or face down.  This bin also provides stapling for up to 50 sheets of paper per document. The upper bin is the default output bin when the multifunction finisher is attached.
	The lower booklet bin (7) is the lower bin on the multifunction finisher. This bin provides folding and saddle stitching of booklets for up to 10 sheets of paper.









#### Print on preprinted letterhead or forms

How do I?	Steps to perform
Load paper and print media	1 Open tray 1.
	2 Load paper according to size and finishing options.
	3 Adjust the paper guides so they lightly touch the paper stack, but do not bend the paper.
	4 Make sure the paper fits under the tabs on the guides and not above the load level indicators.



How do I?	Steps to perform
Print on preprinted letterhead or forms (continued)	1 Open the printer driver and click the Advanced tab.  1 Advanced Printing Preferences  Advanced Printing Process  Pager/Quality Effects Friething Job Storage Services  Printer Features  2 Open the Document Options section, and then open the Printer Features section.  2 Open the Advanced Printing Features Enabled  Printer Features section.  3 In the Alternative Letterhead Mode drop-down list, select on.
	4 Click OK.
Supported paper types and tray capacity	<ul> <li>Tray 1 holds up to 100 sheets of paper or 10 envelopes.</li> <li>Trays 2 and 3 hold up to 500 sheets of standard media.</li> <li>Tray 4 holds up to 2,000 sheets of standard media.</li> </ul>



Print on special media

How do I?	Steps to perform		
Media type and tray loading	Media type	Media quantity	Paper orientation
	• Labels	Side to be printed on facing up	Maximum stack height: 10 mm (0.6 inch)
	Transparencies	Side to be printed on facing up	Maximum stack height: 10 mm (0.6 inch)
	<ul> <li>Envelopes</li> </ul>	Short edge leading flap on right side facing up	Up to 10 envelopes
	<ul><li>Heavy</li></ul>	Side to be printed on facing up	Maximum stack height: 10 mm (0.6 inch)
	Glossy	Side to be printed on facing up	Maximum stack height: 10 mm (0.6 inch)
Load paper and print media	1 Open tray 1.		
	2 Load paper accor	rding to size and finishing options.	



How do I?	Steps to perform
Load paper and print media (continued)	3 Adjust the paper guides so they lightly touch the paper stack, but do not bend the paper.
	Make sure the paper fits under the tabs on the guides and not above the load level indicators.
Select a paper type	1 Open the printer driver and click the Paper/Quality tab.
Select a paper type	Advanced Printing Shortcuits Paper/Quality Effects Finishing Job Storage Services  Paper Options Paper sizes: 8.5 x 11 inches Letter  Paper source: Automatically Select Paper type: Pisin  Special pages: Covets Print pages on different paper Print Quality FastRes 1200   FastRes 1200   EconoMode (May Save Print Cartridges)
	About Help
	OK Cancel Apply

